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# **A Soldier's Guide to Education**

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# ***SUMMARY of CHANGE***

DA PAM 621-15

A Soldier's Guide to Education

**RESERVED**

## **PREFACE**

### **TO BE A SUCCESS!**

You are at a crossroad in your life. From here, there are many roads to success. No one can tell you what to pick or how well to prepare. Still, what you do today can change the rest of your life.

Your goals need every chance to become real. Reaching goals can mean doing your job better, help you to be promoted—or just prove that you can do what you set out to do.

Your education counselor wants you to get ahead—and can help you do just that. Many of the things in this handbook can help you.

Your counselor can help you to pick what to study, the best way to pay for it, help you turn what you've already learned into college credits, show you how to be PROMOTED, and point you toward the many doors to success.

Why not let a professional help you today? Get on the road to success now!

**EDUCATION  
MAKES A GOOD SOLDIER  
BETTER!**

## A Soldier's Guide to Education

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## Chapter 1 Introduction

### 1-1. What's It All About?

a. The Army Continuing Education System or ACES offers many programs through your Education Center. Now's your chance to learn more about any or all of them. Some of the things you might find are:

- (1) courses offered on or off post
- (2) help in preparing for SQTs
- (3) tuition assistance and basic VEAP (\$\$\$\$\$)
- (4) apprenticeship programs
- (5) help in putting credits together for a degree
- (6) help in getting promoted

b. The Army believes that education makes you a better soldier and a better person. You can take part in such programs as:

- (1) improving your reading or math
- (2) getting a high school diploma
- (3) getting an associate (two-year) degree, a bachelor's degree or a graduate degree

c. And that's just a start. Flip through the pages of this book and see if there's something for you.



Figure 1. Education

## 1-2. Promotion Points

You can earn points that will help at promotion time for education you have or will have by that time. Here's how:

---

	<u>POINTS</u>
1. Do you have a high school diploma or a State-issued certificate equal to a diploma?	
___ Yes (Add 75 points)	_____
___ No (Add 15 points for each grade you finished in high school, 9th-12th)	
2. Have you taken any college courses?	
(Add 1 point for each semester hour you have earned—1 quarter hour equals 2/3ds semester hour)	_____
3. Have you gone to business or trade school?	
(Add 1 point for each 16 hours of classroom study you can document)	_____
4. Have you completed any military correspondence courses?	
(Add 1 point for every 5 credit hours that show on your subcourse completion report—don't duplicate resident courses you have taken)	_____
5. Have you successfully completed any other military resident courses which were at least 1 week long?	
(Add 2 points for each week of instruction)	_____
6. When you are going to be promoted to E5 (Sergeant or Specialist 5), you get 30 points	_____
7. When you are going to be promoted to E6 (Staff Sergeant or Specialist 6), you get 30 points for either BNCOC, CA, or PLDC.	_____
	TOTAL _____
(Maximum points: 200)	

(THIS WILL CHANGE IN MAY 1984)

**Figure 2. Promotion Points for Education**

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### 1–3. Your Career Development Program

*a. TO USE THIS CHART:* Find your rank (E1 to E6): look at the programs listed there. Do you need or have you taken what's listed? For example, if you are a Private (E2), you can see that you need a high school diploma or a GED certificate (not both). If you need one or the other, go to your Education Center for help.

*b.* If you have a diploma or a certificate, look at what a PFC (E3) needs. Your next move would be to work for an Associate Degree, or to get into a Vocational–Technical training program. Both are available at your Education Center.

	E1 & E2	E3	E4	E5	E6
<b>Army Education Center</b>	Basic Skills Education Program High School Completion GED Program (HS equivalency) Apprenticeship program	Associate Degree Program Vocational/Technical Training Programs Learning Centers, MOS/SQT Library, Language Labs	Associate Degree Program Vocational/Technical Training Programs  Learning Centers, MOS/SQT Library, Language Labs	Associate Degree Program Postsecondary Courses Advanced Skills Education Program	
<b>Military Education</b>	Initial Entry Training/One Station Unit Training  Develop Soldiering & Job Skills (MOS)		Primary NCO Course [Skill Level 2] Primary Technical Course Primary Leadership Course	Basic NCO Course [Skill Level 3] Basic Technical Course Development Leadership & Technical Skills	Advanced NCO Course [Skill Level 4]

**Figure 3. Career Development Plan**

### 1–4. Planning Your Goals

*a.* To be a success in any job, you will need to set some goals... things you want to do or need to do to be a success. For example, the person who wants to be a success in the computer field must set a goal to learn basic computer language.

*b.* Most of us want to be a success, to get jobs with greater authority, more money. Like any other big company, the Army has those who make it—and those who don't. But you can be sure that those who make it, do some planning.

*c.* Planning just means knowing what you want—and how to get there. To help you, here's what to do:

(1) Write down where you want to be—and how you plan to get there. If you need help, talk it over with your education counselor.

(2) Look at all the ways to get to where you want to be.

(3) Add more ways as you discover them. Make out your plan.

(4) Do well on your job and keep checking your progress.

## Chapter 2 The Basics

### 2-1. Do You Need the Basics?

- a. You may have a high school diploma, but you still may have a hard time reading this page or knowing what it means. If you do, you need the basics.
- b. You may have trouble talking with others, getting them to know what you mean. Or maybe you can't spell or write very well. You need the basics.
- c. You may not be able to do what others call easy math problems—adding, subtracting, multiplying, dividing, dealing with fractions. . . things like that. You need the basics.
- d. The Army knows you need to continue your education to get ahead. You may have a diploma—but you may need more.
- e. How do you get the basics? Check with your education counselor, or ask your NCO or first sergeant about the Basic Skills Education Program.

### 2-2. The Basic Program

- a. *YOUR BENEFIT*: Better reading, writing, and math skills.
- b. Your commander may have already put you in this program. It is his (or her) program.
- c. You may or may not have a high school diploma, and still go. In fact, if you don't have a diploma, you can get a certificate equal to one (GED) when you pass the test.
- d. *MUSTS*: You can go into the Basic Skills Education Program (BSEP)—that's what it's called—if you:
  - have trouble with English
  - scored below 100 on the ASVAB GT test (see your first sergeant)
  - score below 80 on the SQT test (that's coming)
  - have your commander's approval

### 2-3. A High School Diploma

- a. *YOUR BENEFIT*: Gives you the chance to earn a high school diploma or State certificate equal to a diploma off-duty.
- b. You may take high school courses free in such subjects as English, social studies, math and science; or you can take the GED test. (See page 14.) You'll need a diploma or a GED certificate to be promoted to staff sergeant.

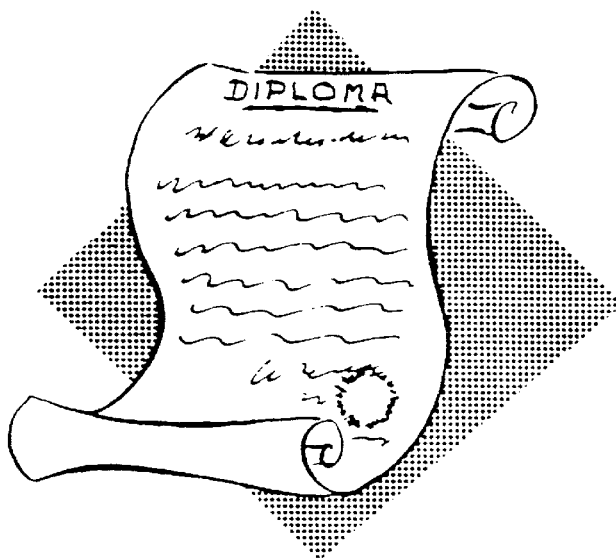


Figure 4. Diploma

## **2-4. GED: Equal To A Diploma**

- a. YOUR BENEFIT:* Earn a State equivalency certificate equal to a high school diploma for many jobs and colleges.
- b.* There are five exams on:
  - English composition
  - Social Studies/reading
  - Natural Sciences/reading
  - Analysis of literature
  - Math
- c.* (There is also a Spanish version of the test.)
- d. MUST:* Soldiers with no high school diplomas. All five exams must be passed. (If one is failed, it may be retaken by itself.)

## **2-5. Learning English**

- a. YOUR BENEFIT:* Helps you and your adult family members who don't speak English, to learn English.
- b.* Learn how to say the words and how to spell them. Learn how to use them so others can know what you really want to say.
- c. MUSTS:* —score less than 70 on the English Comprehension Level Test (ECLT). Adult family members may attend on a space-available basis.

## Chapter 3

### Be An Officer

#### 3-1. The Short Way

##### *a. Officer Candidate School*

(1) **YOUR BENEFIT:** Become an officer in 14 weeks.

(a) Each year at Fort Benning, GA, there are five 14-week classes leading to a commission as a second lieutenant in the Army Reserve. About half of the students are soldiers who were in the Army before applying.

(b) If you apply, you normally have a 60 % chance of being selected. Once enrolled, you are promoted to Sergeant E-5, if you hold a lower grade.

(c) You must meet all the requirements listed to apply.

##### (2) **MUSTS:**

- have two years of college
- be a U.S. citizen
- score 80 or higher on the English Comprehension Level Test
- achieve GT 110 or higher
- score 90 or higher on Officer Selection Battery
- be less than 30 years old on enrollment date
- have a favorable security check
- meet weight and physical (AR 600-9) standards
- meet medical standards outlined in AR 40-501 (in your orderly room)
- be of good moral character
- not previously disenrolled from officer candidate training

b. **HOW TO APPLY:** See your first sergeant or drop by your military personnel center. Your education counselor can help you meet the GT and ECLT scores if they must be raised. Specifics are in AR 351-5.



Figure 5. Become an Officer

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#### 3-2. Paths To West Point

a. **YOUR BENEFIT:** The chance to become one of the country's future professional military leaders at one of its leading institutions of higher learning—at no cost to you.

b. **TWO PATHS:** Since you are already in the Army, there are two ways to go to the U.S. Military Academy at West Point.

- First, you may seek nomination and selection just as any other U.S. citizen; or
- You may attend West Point Preparatory School. Attending Prep school does not guarantee a nomination or acceptance at the Point but it can increase your chances of selection. The Army has 85 RA (Regular Army) appointments each year. Any soldier may compete for one of those 85 appointments. If you decide to apply without going to Prep, remember you will compete against those who have.

### 3-3. West Point Preparatory School

- a. You may apply to go to West Point Prep School if you:
  - are single
  - have no legal dependents to support
  - won't be 22 before you enter West Point (11 months following entry in Prep school)
  - are a U.S. citizen
  - provide the filled-out paperwork
- b. *WHAT YOU NEED?*
  - the basic application filled out completely (see AR 351-12). Don't be modest and don't leave any line blank.
  - your commander's endorsement including:
    - Army Physical Readiness Test form
    - GT score (don't worry about how high or low it is)
    - your ETS
    - your MOS
  - your High School transcript or your GED scores and GED certificate (including a transcript of any high school courses you completed
    - either an SAT or ACT test
    - a medical exam (SF 88)
    - a medical history (SF 93)
    - your photo (any type will do)
    - any college transcripts you may have
    - a personal essay discussing: "Why I want to attend West Point;" and "My Personal Goals for the Future."
- c. *SOME DETAILS:*
  - (1) West Point Prep School is designed to prepare you for West Point. It will bring up test scores and prepare you physically. (There is a lot of physical training.) Academic courses are only in English and Math.
  - (2) Just because you pass the Prep course does not mean you will be accepted at West Point. There is no guarantee. You are free to leave the school at any time and will be assigned based on the Army's needs to complete your enlistment. There is also no guarantee that you will be accepted to the Prep school just because you apply. Soldiers are accepted on a best qualified basis.
- d. *WHERE TO WRITE:*
  - (1) To obtain further information write:  
Commandant  
USMAPS  
ATTN: MAPS-AD-A  
Fort Monmouth, NJ 07703
  - (2) For further information, you may call Autovon 992-1807 or 08; or Commercial (201) 532-1807 or 08.

### 3-4. Regular Admission

- a. If you think you must be a super-athlete or have political pull to go to West Point, you're wrong. You do have to be in good physical condition, but anyone who takes part in sports regularly should be able to meet the standards.
- b. Competition is great and your academic record must be good. For example, nearly one-fourth of all the students accepted scored above 700 on the math portion of the SAT. But remember, that means three-fourths did not.
- c. Scores to shoot for are 550 verbal SAT and 638 math SAT; in ACT, 22.6 in English, 28.7 in math, 26.3 in social studies, and 29.1 in natural sciences.
- d. To illustrate how stiff the competition is, consider that in a single year, 12,225 applied, 6,761 were nominated and examined, 2,650 qualified, and 1,485 were admitted. But don't let that stop you. You could be one of the few who makes it, and you'll never know until you try.
- e. *NOMINATION: A MUST*
  - (1) To be considered for regular admission, you must secure a nomination from your Congressman or Senator, the Vice President, a House of Representatives delegate from Washington D.C., the Commissioner/Governor of Puerto Rico, or the Army.
  - (2) The Army nominates candidates who are sons or daughters of deceased or 100% disabled veterans, and career soldiers. Applicants for these nominations should write:  
Admissions Office  
West Point, NY 10996
  - (3) Congressional candidates may write to their specific congressional representative, the Vice President, or the Commissioner/Governor of Puerto Rico.

- (4) You should seek as many nominations as possible.
- (5) If you need any help or want additional information on regular admission write:  
Admissions Office  
West Point, NY 10996
- 

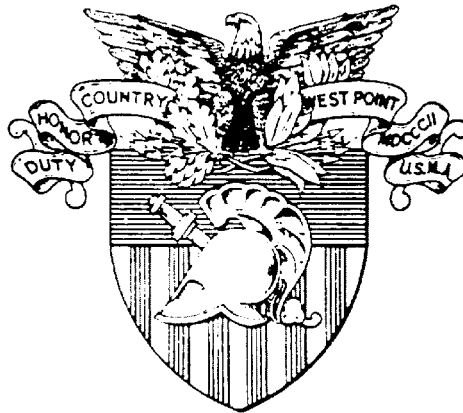


Figure 6. West Point

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### 3-5. One Way To Pay

*a. YOUR BENEFIT:* A two-, three- or four-year scholarship offering full tuition plus a \$1,000 living allowance each school year. This scholarship leads to a commission as an Army Reserve officer.

(1) After serving at least a year in the Army, you could be eligible for a Reserve Officer Training Corps scholarship. Selection is based on how well you've done in school, the kind of leader you would make, and the motivation you've shown so far.

(2) If you accept a scholarship, it means giving eight years back to the Army-four on active duty and four in the Reserve. While in school, you must rank in the top half of your ROTC class and clearly demonstrate leadership ability. If you don't complete the terms of the contract or decide not to take a commission, you may be ordered to active duty as an enlisted soldier for four years.

(3) If you receive a scholarship, you will be discharged and must enlist in the Army Reserve right away. You also will sign an Army ROTC contract providing for payment of tuition and lab fees, and a flat rate for books, equipment and supplies.

(4) However, getting a scholarship is not a sure thing. You must compete against other soldiers.

*b. MUSTS:*

- be a U.S. citizen
- be at least 17
- have a GT score of 115 or higher
- be under 25 on June 30th of the calendar year in which you are eligible for appointment as a second lieutenant

(some extensions possible)

- Two-year program: Be accepted as a junior in an institution offering Army ROTC and have completed at least two years of college or equivalent with two years remaining in an approved baccalaureate program.

- Three-year program: Be accepted as a sophomore in an institution offering Army ROTC and have completed at least one year of college or its equivalent with three years remaining in an approved baccalaureate program.

- Four-year program: Enroll in a four year academic program at an approved college or university.

*c. For an application, simply write to:*

Army ROTC  
Department DTP  
PO Box 9000  
Clifton, NJ 07015



### **3-6. Reserve Plus**

*a. YOUR BENEFIT:* While enrolled in ROTC in college, earn more money each year after active duty by joining the Army Reserve or the Army National Guard.

(1) You can receive extra benefits by taking your Army College Fund (see page 44); enrolling in the Senior ROTC program after active duty; and taking advantage of the Simultaneous Membership Program by also joining the Army National Guard or Army Reserve. You are paid for drills and summer training sessions during your two years of advanced ROTC training.

(2) You will graduate with a diploma, a commission, valuable management and leadership training and experience you couldn't duplicate.

*b.* For more information on eligibility, see your education counselor, your in-service recruiter, or write:

Army ROTC  
Department DTP  
PO Box 9000  
Clifton, NJ 07015

*c. MUSTS:*

- be between 17 and 25
- be accepted in Senior ROTC
- vacancy must be available in the National Guard or Army Reserve unit and you must enroll
- not be an Army ROTC scholarship participant

## Chapter 4

### After High School

#### 4-1. College and Graduate Study

- a. You have a great chance to work on a bachelor's degree (BA or BS), or even on a master's — if you have the academic qualifications. Those are determined by the college or university you select and the course of study you desire.
- b. The best place to start is with your education counselor, for several reasons. He or she can help you to take advantage of your training and of your past experience. Your counselor also can help you learn about tuition assistance (see page 42) which may help you pay for a course of study.
- c. Also, at many education centers, counselors from local accredited institutions are available. There are many things to learn if you are after a degree.
- d. Why not see your personal education counselor today?

#### 4-2. Which College?

- a. *YOUR BENEFIT*: Colleges with programs and policies designed to meet your unique needs.
- b. Several hundred community and four-year institutions are committed to working together. These institutions:
  - have entrance and transfer rules designed for you.
  - offer credit in many ways (such as studying on your own, tests, or certain correspondence courses)
  - Offer credit for military work and training
  - lets you take fewer courses on campus because you move so often
  - offer counseling help
- c. *MUSTS*: Qualifying academic standards.

#### 4-3. The Two-Year Degree

- a. *YOUR BENEFIT*: Earn an associate (two-year) degree for professional or personal reasons.
  - (1) A special Army program—SOCAD or the Servicemembers Opportunity Colleges Associate Degree—allows soldiers the opportunity to earn a degree without some of the usual hassles.
  - (2) First, you can earn a degree through SOCAD with just one-fourth of your credit hours taken at the home college. Other advantages include being able to transfer credit hours without loss.
  - (3) However, SOCAD is only available in certain disciplines. Still, where no SOCAD program exists, usually there are other associate degree programs available.
- b. *MUSTS*: Proper academic standards.

#### 4-4. Credit For Experience

- a. *YOUR BENEFIT*: Earn college credit for your personal experiences and your military training.
- b. The American Council on Education suggests to colleges how much course credit may be given for military training and experience. Details are in a book—the ACE Guide—now at your education center.
- c. It should be noted, however, that a college doesn't have to accept the exact number of credit hours recommended.



Figure 7. Experience Pays

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#### 4-5. Diploma—No Classes?

- a. *YOUR BENEFIT:* If you have college-level knowledge, earn most of a degree without attending college.
  - b. Several external degree programs are available. They are designed to give credit for college-level knowledge and experience, however acquired. It is another way to a college degree.
  - c. Degrees are awarded to all who qualify without regard to age, residence, previous formal education, or method of preparation.
- 



Figure 8. Degree Without College?

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#### 4-6. Courses by Mail

- a. Army service schools run courses by mail for most job skills and MOSs. You may take any of these to earn a secondary MOS or just to brush up on your primary skills.
- b. Correspondence courses may be ordered from the Army, Air Force, Navy or Marine service schools. Counselors will help you select appropriate courses.
- c. These courses can help you prepare for an SQT, earn promotion points, as well as increase your knowledge.
- d. How do you sign up? See your education counselor.
- e. For applications and information, you may write:  
Institute for Professional Development  
US Army Training Support Center  
Newport News, VA 23628

#### 4-7. Learning By Yourself

- a. Are you stationed at an installation at the end of nowhere? Do you have a work schedule that keeps you out of a class you need to take? If so, DANTES is for you!
- b. What is DANTES?
  - the Defense Activity for Non-Traditional Education Support, and that means:  
—high school, college or graduate courses by mail. (The Education Center will give you the final exam.)
- c. DANTES also offers such national credit-by-exam programs as CLEP (College Level Examination Program—see page 32).
- d. To find out more, go to your Education Center or see your first sergeant.



Figure 9. Learn by Yourself

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#### 4-8. Tests Help

- a. *YOUR BENEFIT*: Offers professional and personal growth through tests.
- b. The wide variety of tests given at Education Centers offers you a chance to show how much you know: lets you find out your abilities and interests: and helps you to earn credits for College courses. They include:
  - GED TESTS (High School Diploma Equivalency). For those who did not graduate from high school (see page 14).
  - COLLEGE LEVEL EXAM PROGRAM (CLEP). Offered by DANTES, this lets you earn college credit. There are two kinds: general and subject exams. Complete lists are at the Education Center.
  - DANTES SUBJECT STANDARDIZED TESTS (SST). Another kind of test which, like CLEP, lets you earn college credit. These tests include vocational as well as academic subjects.
  - COLLEGE ENTRANCE EXAMS. Needed for admission to many colleges. Both the American College Testing (ACT) and the Scholastic Aptitude Test (SAT) normally are offered.
  - GRADUATE RECORD EXAM (GRE). Needed for admission to many graduate schools. It consists of aptitude and advanced tests in specific subject areas. The GRE advanced tests may be used toward fulfilling an external degree program (see page 30).
  - ACHIEVEMENT: Used to find out strengths and weaknesses in reading, math and language skills. These tests include: Adult Basic Learning Exam (ABLE), California Achievement Test (CAT), and Test of Adult Basic Education (TABE).
  - SCHOOL AND COLLEGE ABILITY TEST (SCAT): The SCAT helps to evaluate the soldier's capacity to perform academic work at the next higher school level.
  - BASIC MATH AND SCIENCE TEST: This test is given to all soldiers applying for a job skill where a knowledge of basic mathematics, science, or basic electricity is required.
  - OCCUPATIONAL INTEREST INVENTORIES: These tests determine, within limitations, job interests.

- c. *MUSTS*: Many tests are given to soldiers; however, some tests are available for adult family members.
- d. *TO GET STARTED*: See your education counselor.
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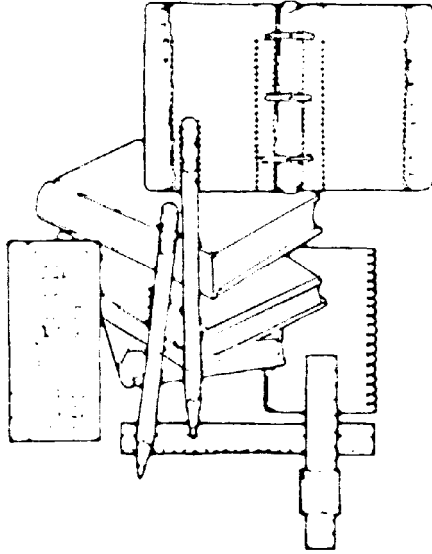


Figure 10. Tests

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## Chapter 5

### Vo-Tech Too!

#### 5-1. MOS Improvement

Doing well in your MOS is the key to success and promotion. You know now of the many things you must do in your job. There's a lot to learn and a lot to remember. Two helps will be:

- **The Learning Center** has lots of easy-to-use video and tape players and tapes with many things you will need to know or learn. You can work alone or with a group (see page 48).
- **The Service Schools** have courses you can do on your own. Check with your education counselor on which ones you need and how to sign up for one to do by mail.
- Several things are used to measure how much you know. Courses you take may be worth college credit.



Figure 11. Job Helps

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#### 5-2. SQT: Getting Ready

a. *SQT Preparation.* You'll probably have to take the Skill Qualification Test annually. It's a pass or fail test. You'll be told about the test 60 days before it is given. That way you can get ready.

b. The Education Center can help you to get ready. You can:

- use the MOS library (see page 36)
- go to the Learning Center (see page 48)
- sign up for an MOS review course
- sign up for a correspondence course

c. Just check with your education counselor and learn those things that will help you learn and remember what you'll need in your day-to-day work.

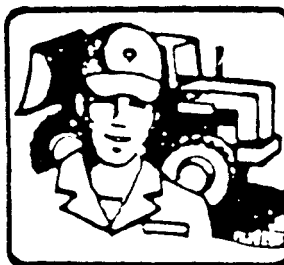


Figure 12. SQT Prep

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### 5-3. Your MOS/SQT Library

- a. *YOUR BENEFIT*: A place to go to study for your SQT, or just to get better at your job.
- b. This library has study helps to help you get ready for your SQT, to learn more about your job, or to look for an Army publication that you need. There are unclassified Army regulations, field manuals, technical manuals, soldiers manuals, Army pamphlets, training circulars, and similar items.
- c. These study helps usually may be used in a study area or taken out for home barracks study.
- d. *TO GET STARTED*: Visit your learning center or the Education Center to learn more about your MOS/SQT library.

### 5-4. Learning Vo-Tech Skills

- a. *YOUR BENEFIT*: Learn vo-tech skills for your job or personal use.
- b. This program has many kinds of training, usually:
  - to help with MOS skills
  - to help you get an apprenticeship or credit toward a future job
  - for fun or to help you out personally
- c. Courses and programs differ from post to post but classes normally are offered in the evening.

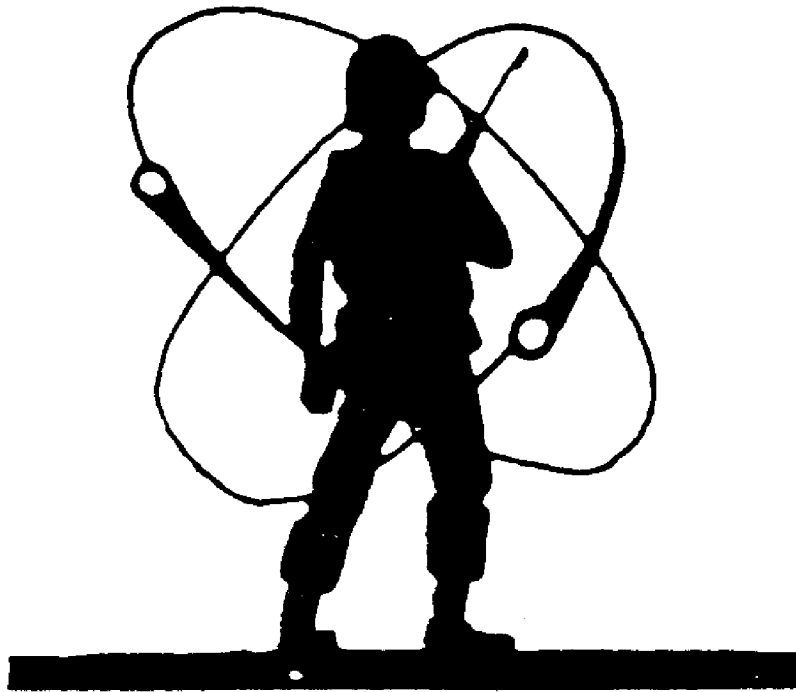


Figure 13. Vo-Tech Skills

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### 5-5. The Army Apprenticeship Program

- a. *YOUR BENEFIT*: Show civilian employers or trade unions exactly what work experience you have gained while in the military by documenting your work in a specific job skill.
- b. If you work in an MOS that's part of the program (see your education counselor), you may take part. But, you must be trained and working in that specific job skill.
- c. It is difficult to finish the program in two-years since it means documenting several thousand hours. However, any documentation that you do may be helpful as you seek to gain journeyworker status in your chosen trade.
- d. *MUSTS*: A primary or secondary MOS listed in the program, and actually working in that MOS. The list is at your Education Center.

## Chapter 6

### Why Another Language?

#### 6-1. Why A Language?

- a. Usted habla Espanol? Parlez-vous Francais? Maybe not, but there are good reasons to learn—even if you don't pick Spanish or French.
- b. Learning another language can:
  - help you to get the overseas assignment you want
  - help you to know more about the culture and language of those where you are or may be assigned
  - earn promotion points
  - be fun
- c. Many posts have language labs with books, records and tapes to study—FREE. To check it out, start with your education counselor.

#### 6-2. Army Language Program

- a. *YOUR BENEFIT*: For certain career fields, primarily in the electronic warfare/signal intelligence area, you may need to learn another language.
- b. The course may last from 8 to 52 weeks. Usually it's given at the end of basic and before MOS training. Still, there are certain critical shortages. You may want to check them out. Start with your first sergeant.
- c. Language training is given at Monterey, Calif.; San Antonio, Tex.; or Washington, DC, depending on the language.
- d. *MUSTS*: Take the Defense Language Aptitude Test to see if you qualify.

#### 6-3. Foreign Language Program

- a. *YOUR BENEFIT*: Learn another language.
- b. There's a language lab at many posts and may be used *free*. The lab has textbooks and cassettes in such languages as:
  - Arabic, Iraqi
  - German
  - Burmese
  - Greek
  - Chinese, Mandarin
  - Hungarian
  - Danish
  - Italian
  - Dutch
  - Japanese
  - Norwegian

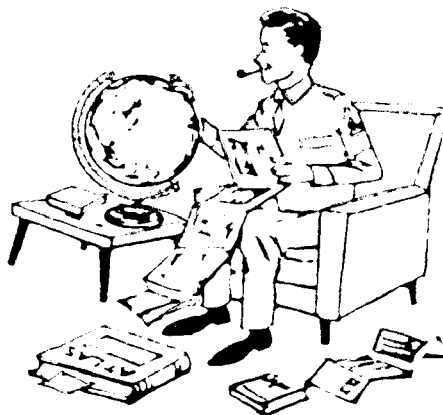


Figure 14. Foreign Language Program

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#### **6-4. Headstart**

*a. YOUR BENEFIT:* If you are going overseas, this course offers language training as well as some interesting things about where you are going.

*b.* Cassettes and study guides normally are loaned out during the course. Instruction may be offered by home study, class study, or a combination.

*c.* Courses being offered include:

Arabic, Saudi\*

Japanese\*

Dutch

Korean

French

Portuguese\*

German\*

Spanish\*

Italian

\*Available in US before assignment

*d. FAMILY MEMBERS?* Family members may attend stateside Headstart on a space-required basis, and overseas, on a space-available basis.

## Chapter 7

### Paying for It

#### 7-1. Tuition Help

*a. YOUR BENEFIT:*

- (1) Pays part of your costs for going to off-duty classes given by regionally accredited civilian schools.
- (2) All tuition is paid for high school courses.
- (3) Soldiers may have 50% or more of their tuition paid by the Army, depending on rank and number of years in service.
  - Tuition assistance must be paid back if you don't finish the course for personal reasons.
  - Tuition assistance may be used for courses or programs through the masters degree.
  - Tuition assistance is different from VEAP (see page 43). Only one of them may be used per course.

*b. LIMITS:*

- (1) The Army will not pay part of the tuition:
  - if you get out of the Army before the course ends.
  - if you quit the course for reasons other than Army transfer or personal illness, and mission requirements.
- (2) Tuition assistance may not be provided if the course has already been taken and *must* be applied for *before* beginning a course.

#### 7-2. Education Savings (VEAP)

*a. YOUR BENEFIT:* Save money for school.

*b.* A tax-free matching fund program-\$2 for every \$1 given-that can be started any time. But you must make 12 monthly payments (or one large payment) to receive the matching dollars. (The law limits how much you can give and how much the government can pay you.) Taking part is not automatic.

*c. MUSTS:* —join the Army after 1976.

#### 7-3. Army College Fund

*a. YOUR BENEFIT:* Get a bonus on the money offered in the basic VEAP program (see page 43) if you enlisted in a specific skill. Your education counselor has the list.

*b.* If you take part in basic VEAP you may receive an Army College Fund tax-free bonus based on the number of months in basic VEAP, no matter how much you give.

*c.* Eligibility can be forfeited (see your education counselor).

*d. MUSTS:*

- no prior service
- a high school diploma
- an AFQT score of 50 or higher
- be in a specific MOS (See your education counselor)
- be in the active Army only
- be in a basic VEAP program

#### 7-4. Lower Tuition

*a. YOUR BENEFIT:* You and your family have lower tuition costs at many colleges, universities and community colleges.

*b.* If you don't live in the State where you are stationed, you and your family members may still have the opportunity to use the lower in-state or resident rates. This is not true in all States.



Figure 15. Loan Repayment

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### 7-5. Loan Repayment

- a. *YOUR BENEFIT:* Pay off specific loans you made after October 1, 1975 but before you enlisted.
- b. Soldiers enlisting before September 30, 1983 (if extended by law, see your education counselor), may be able to have loans repaid by the Government. The loan must be a:
  - Guaranteed Student Loan (GSL)
  - National Direct Student Loan (NDSL)
  - Federal Insured Student Loan (FISL)*Defaulted loans will not be paid.*
- c. *MUSTS:*
  - a high school diploma
  - no prior service
  - an AFQT score of 50 or higher
  - be in a specific MOS (see your education counselor)
- c. *TO GET STARTED:* See your education counselor.

## Chapter 8

### Where to Go

#### 8-1. Education Centers: Who & What

- a. Education centers are filled with activity-and professionalism by professionals. They want you to be not only a combat-ready soldier but a well-rounded person.
- b. Some of the services offer at your Education Center are:
  - one-on-one educational counseling
  - a wide variety of tests which measure education progress
  - library services to help you with your MOS skills
  - different courses on post, near post and through the mail
  - tuition aid programs
- c. You want to get ahead in the Army and also learn skills that will help you find and keep a good job if and when you leave the Army. The Education Center helps you:
  - improve your MOS skills
  - develop vo-tech skills for use in or out of the Army
  - get credit for skills from industry and trade unions (apprenticeship)
  - develop and improve your language skills
  - and much, much more

#### 8-2. Learning Centers: How & Why

- a. *YOUR BENEFIT*: To help you gain the specific job skills you need to perform your job better or to meet personal needs.
- b. You will find many things to help you at the Center. Courses may range from speed reading to management skills. Other items may include:
- c. *TRAINING EXTENSION COURSES (TEC)/AUDIO VISUAL CENTER*. TEC lessons can be used to increase your skills. Lessons cover many common tasks and general military subjects. There are even videotapes on promotion board preparation, and how to enter OCS. Study may be done alone or in groups.
- d. *MILITARY CORRESPONDENCE COURSES*. Another way to help prepare for a test, get promotion skills, or acquire secondary skill.
- e. Why not stop by and see what's in it for you?

#### 8-3. Enrolling

- a. Soldiers *must* get approval from their commanders for all courses—this means going through the chain of command. Start with your immediate supervisor.
- b. Your duty section will have to agree as well, especially if the course will affect your schedule. Remember, your military duty comes first.
- c. If you have a need to take on-duty basic skills, your education counselor must verify that need. So your first stop after getting your supervisor's OK will be at the Education Center.
- d. Or, just drop by during off-duty hours (check first to find out when the Education Center is open)—or give them a call. At any rate, you must make the first move.

## **Chapter 9**

### **An Education Helps**

- a.* Maybe you don't plan to make the Army your career. Most people don't. But have you thought about using what you learn here to help you get the civilian job you want?
- b.* Whether your future means going to college or a vo-tech school (like computer programming or an auto mechanic), on-the-job training, or just getting some experience, the Army can help.
- c.* In picking a career, remember that the U.S. is moving into the "information age." Computers are becoming a part of nearly everything we do-and that fact is changing how and where we work. It means more jobs or different ways to do old jobs. . . and that means retraining. Retraining means more education. Get the picture?
- d.* Why more education? To learn new skills or new ways to use old skills. . . for fun or profit, education is the way to go.

## **Chapter 10**

### **“Be All You Can Be.”**

You're reaching deep inside you  
For things you've never known  
It's been tough, rough going  
But you haven't gone alone  
Helping hands beside you  
Friends to bring you through  
So much that they've shown you  
So much you can do

Be all that you can be  
Growing strong now, strong together  
Be all that you can be  
You can do it in the Army

Questions that have answers  
Roads that take you far  
Confidence and teamwork  
It's who you really are  
Bringin' out that special you  
All that you desire  
Doin' it together  
Always reachin' higher

Be all that you can be  
Growing strong now, strong together  
Be all that you can be  
You can do it in the Army

HEA Productions  
Music and lyrics by Jake Holmes

**EDUCATION MAKES A GOOD SOLDIER BETTER!**

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